

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 30-5

20 October 1999

PERSONNEL

HQ USEUCOM Color Guard (ECG)

-
1. **Summary.** This Staff Memorandum establishes and defines responsibilities for the HQ USEUCOM Color Guard (ECG).
 2. **Applicability.** This Staff Memorandum applies to all USEUCOM directorates/staff offices and subordinate elements.
 3. **Internal Control Systems.** This Staff Memorandum contains no internal control provisions and is not subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control device is ED 50-58, Internal Management Control Program.
 4. **Suggested Improvements.** The proponent for this directive is the Office of the Command Sergeant Major, United States European Command. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECSE, Unit 30400, Box 1000, APO AE 09128.
 5. **References.**
 - a. ECCS memorandum dated 25 Aug 92, Subject: Establishment of HQ USEUCOM Color Guard.
 - b. FM 22-5 Army Drill and Ceremonies.
 - c. NAVMC 2691 Marine Corps Drill and Ceremonies Manual.
 6. **Responsibilities.** The ECG will support monthly retirement ceremonies, as necessary, and represent HQ USEUCOM at special ceremonial events. As the Deputy Commander in Chief's Color Guard, staffing, equipping, training, funding and managing the ECG requires the cooperation of all directorates and staff agencies. Division of labor in support of the ECG is as follows:

This Staff Memorandum supersedes SM 30-5, dated 7 Jun 93.

a. HQ USEUCOM, Chief of Staff, is Office of Primary Responsibility (OPR) for the staffing, equipping, training, funding and managing of the ECG. Execution of these responsibilities will be through an OIC and NCOIC.

b. The HQ USEUCOM Command Sergeant Major will serve as the OIC of the EUCOM Color Guard. The OIC is responsible for:

(1) Scheduling the ECG for all ceremonial events and notifying the NCOIC of all scheduled events 30 days in advance and uniform requirements thereof.

(2) Ensuring the budgeting and funding for equipment is made available.

(3) Obtaining the budgeting and funding for travel, lodging and per diem for ECG members deployed to off-site locations.

(4) Budgeting and funding for one time issue of replacement uniforms for ECG members at the conclusion of a Color Guard member's tour of one year or more.

c. The Office of the Command Sergeant Major (ECSE) will appoint the NCOIC, normally the 1SG, to the ECG. The NCOIC is responsible for:

(1) Assisting in the training of ECG team members and publishing training schedules.

(2) Replacing ECG team members who fail to meet the highest standards of military appearance or required drill standards or who repeatedly miss drill practice. The NCOIC will advise the OIC of personnel replacement requirements, including number of training sessions attended and reason for replacement.

(3) Publishing travel orders. The ECG will travel to off-site locations as a team, and ECG travel orders must include the phrase, "ECG team integrity is required" to insure the ECG is billeted as a group.

(4) Arranging transportation to deployed locations.

(5) Arranging billeting at deployed locations. Normally, ECG members will be billeted together to facilitate management of the ECG while deployed.

(6) Providing all supplies and equipment required, including but not limited to weapons, country flags, flag poles, harnesses, etc., for drill practice as well as ceremonies and equipment to parent units while not in use. Control of weapons will be in accordance with applicable directives.

(7) Advising the OIC of ECG team members who fail to meet the highest standards of military appearance or who cannot, after appropriate training, meet drill standards.

(8) Providing uniform requirements and an updated supply and equipment list to the OIC on a yearly basis.

d. HQ USEUCOM, ECCS-P will be the central contact for tasking the ECG. Once a tasking has been verified, ECCS-P will contact the OIC or NCOIC and provide the tasking information.

e. HQ USEUCOM, Chief of Staff (ECCS), and the Office of the Command Sergeant Major (ECSE) will provide funding for ECG requirements. The Comptroller is Office of Secondary Responsibility (OSR) and, together with ECCS/ECSE, is responsible for:

(1) Establishing procedures for budgeting and funding for ECG equipment and supplies; travel, lodging and per diem; and if necessary, one time replacement of service uniforms.

(2) Providing funding guidance in support of the ECG.

f. HQ USEUCOM directorates and staff agencies are also Offices of Secondary Responsibility (OSR) and should ensure ECG members are excused from their duty sections for official ECG practices and ceremonies.

7. ECG Composition. The ECG will have nine primary members (four Army, three Air Force, one Navy and one Marine Corps) and six alternate members (two Army, two Air Force, one Navy and one Marine Corps) to ensure required service representation at ceremonial functions.

8. Training. The NCOIC is responsible for training ECG team members. At a minimum, training will be conducted monthly. All primary and alternate ECG members will participate in all practice sessions unless instructed otherwise by the OIC or NCOIC. Directorates will release assigned ECG members for training and scheduled events.

9. Equipment. The NCOIC will be responsible for providing required supplies and equipment at practices and ceremonial functions.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

MICHAEL A. CANAVAN
Lieutenant General, USA
Chief of Staff

DAVID R. ELLIS
LTC, USA
Adjutant General

DISTRIBUTION: P